



**STATE OF CONNECTICUT**  
DEPARTMENT OF PUBLIC HEALTH  
*Office of Health Care Access*

TO: Acute Care Hospital CFO's

CC: Hospital CEO's, Hospital Reporting System Contact Persons, Hospital Auditors,  
Stephen Frayne, Al Pinard, Mary Lyon

FROM: Kimberly Martone, Director of Operations, OHCA

DATE: January 24, 2014

RE: FY 2013 Annual Reporting and Twelve Months Actual Filing

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Section 19a-643-206 of the Regulations of Connecticut State Agencies requires hospitals to report annually on their actual operating results for the previous fiscal year, October 1, 2012 to September 30, 2013 ("FY 2013"), to the Department of Public Health, Division of Office of Health Care Access ("OHCA"). Pursuant to Section 19a-643-206(b) and (c) of OHCA's Regulations, the annual filings contain information for FY 2013 including audited financial statements, Medicare Cost Reports, hospital and parent corporation legal charts of corporate structure, hospital uncompensated care policies and procedures, hospital financial data, hospital utilization statistics, the Report on Applying Agreed-Upon Procedures and the Hospital Reporting System ("HRS") reports.

Specific instructions, including affidavits and checklists needed to complete the filing requirements for the FY 2013 Annual Reporting and Twelve Months Actual Filing can be found on OHCA's website. A link to those instructions will be emailed to the HRS contact persons for your hospital. If you would like to add any new names to the Division's HRS email contact list, please email the new information to Ronald Ciesones, at [Ronald.Ciesones@ct.gov](mailto:Ronald.Ciesones@ct.gov) and include the name, title, email address, phone number and fax number of the hospital staff member.

All filing requirements concerning the two annual filings will be due at OHCA by the close of business on the following dates:

- **Friday, February 28, 2014:** Submission of the electronic FY 2013 Annual Reporting HRS reports plus related support, Audited Financial Statements, Medicare Cost Reports, legal chart of corporate structure, current lists of officers and directors for each legal entity, CHIME Data, hospital uncompensated care policies and procedures, and a signed, dated and notarized filing affidavit.
- **Monday, March 31, 2014:** Submission of the electronic FY 2013 Twelve Months Actual Filing HRS reports plus related support, a copy of the hospital's DPH license, the Report of Independent Accountants on Applying Agreed-Upon Procedures to Report 600, the hospital's and hospital parent corporation's IRS Form 990 (or the IRS time extension request Form 8868 or an approval letter for the time extension request from the IRS), and a signed, dated and notarized filing affidavit.

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*(If you require aid/accommodation to participate fully and fairly, contact us either by phone, fax or email)*  
410 Capitol Ave., MS#13HCA, P.O.Box 340308, Hartford, CT 06134-0308  
Telephone: (860) 418-7001 Fax: (860) 418-7053 Email: OHCA@ct.gov

Due to the Financial Accounting Standards Board (FASB) update 2011-07 requiring bad debts to be recorded as a deduction from revenues and not an operating expense, OHCA is waiving bad debts regulation 19a-643-201(B)(3) for the FY 2013 Filings.

If you foresee any difficulties with meeting these due dates, you must submit by mail, fax or email, a letter to this office requesting a time extension. The letter must explain the reasons why you need additional time to complete the filings, the specific items you expect to submit after the due dates and the date by which the hospital expects to submit the required documents. The letter should be signed by the hospital's CEO or CFO and submitted to this office in advance of the filing deadlines. Please be advised that pursuant to Section 19a-653 of the Connecticut General Statutes, OHCA may assess a civil penalty of up to \$1,000 per day for each day that required data or information is missing, incomplete or inaccurate.

The hospital must submit an original document and one copy of all required hard copy documents to OHCA. All questions regarding any aspect of the FY 2014 Annual Reporting and Twelve Months Actual Filing should be emailed to the hospital's assigned OHCA analyst.

Please be advised that OHCA will be relying on the Hospital's accurate filing of the information and that it is specifically intended that the information will be used in OHCA publications. Thank you in advance for your cooperation concerning these annual hospital filing requirements.